



## **CALL FOR CANDIDATES FOR ONTARIO CURLING ASSOCIATION (CurlON)**

### **BOARD OF DIRECTORS**

The following package contains all the requirements, timelines and forms related to the Call for Nominations for CurlON's 2024-2026 Board of Directors.

#### **CurlON BOARD**

The Ontario Curling Association (CurlON) is governed by a Board of Directors, composed of eight (8) elected Directors and up to three (3) non-voting Directors. Directors represent member clubs, athletes, competition officials, club management and other members of the interested public who possess the skills and qualities needed to maintain a high functioning governance board.

Together with its partners, CurlON's Board steers strategic initiatives to deliver strong results against Ontario's joint strategy with a vision of inspiring and energizing Ontarians to be involved in curling. As an inclusive strategy, it also embraces core values that permeate across the strategic priorities to support its vision and mission.

CurlON works with communities and athletes to inspire and energize Ontarians to be involved in curling. From introducing #everyonecurls to the learn to curl programs, these actions are making a difference to change the landscape of curling in communities everywhere.

#### **CALL FOR NOMINATIONS**

CurlON is currently seeking four (4) qualified candidates to join its Board of Directors to continue the important initiatives outlined in [Ontario's 2022 – 2026 Strategic Plan](#). Three successful candidates will serve for a two-year term, beginning in September 2024, and may be eligible for two additional two-year terms. One candidate will serve for a one-year term and may be eligible for two additional two-year terms.

CurlON is committed to building a diverse Board that includes candidates who reside across all regions in southern Ontario, those who possess a mix of desired skills and experience, and individuals who identify as persons with a disability, people from a visible minority group, people who identify as LGBTQ2S+, people who identify as non-binary, and individuals who are indigenous.

In addition, CurlON is working toward achieving gender balance amongst Board members, with no one gender representing more than 50 per cent of seats.

All candidates should possess a general set of attributes, including, but not limited to:

- Basic financial literacy
- Collaboration and teamwork
- Good communications skills
- Commitment to service, and
- Enthusiasm for the sport of curling.

Ensuring the Board is skilled to perform the work is also imperative to delivering strong strategic results. Our annual skills assessment of Directors is key to informing the next year's recruitment to bridge any skills gap identified.

Our focus for the 2024-2026 Board recruitment will be to identify candidates who have specific experience in one or more of the following areas:

- Financial literacy, accreditation in areas such as accounting, financial planning and operational controls,
- Ice and facilities management,
- Diversity, Equity and Inclusion leadership, and
- Human resource leadership.

This is an exciting opportunity for individuals who are directly involved in curling at the competitive level, including athletes, coaches and officials, those are involved in facility management and those who possess a passion for the sport and are skilled in the areas of interest, as identified through the skills matrix, e.g. strong financial acumen.

At CurlON's annual general meeting to be held in September 2024, CurlON will announce its Board of Directors for the 2024-2026 term, elected by CurlON member clubs expected to take place between June and August 2024. Successful candidates will be expected to attend the 2024 AGM.

**All qualified candidates will be required to obtain and submit a clear police and vulnerable sector records if elected to the Board.**

### **REMUNERATION**

Board members do not receive any remuneration for their service. They do receive reimbursement for approved expenses incurred.

### **DIRECTOR RESPONSIBILITIES**

CurlON is a governance Board, responsible for setting Ontario's strategy and driving the organization to achieve strong results against the strategic priorities. Board members actively engage in policy reviews at a provincial level, engage with our partners, NOCA and OCC, along with Curling Canada, and model good governance.

As a Board member, candidates can expect to participate in regular Board meetings (usually monthly) generally held virtually, with four being the absolute minimum. In addition, members are expected to attend its Annual General Meeting that is held at various curling clubs in the CurlON region.

Board members, including non-voting members, are expected to serve on at least one of the Board's Committees and Working Groups which includes the Finance and Audit Committee, the Nominations and Awards Committee and the Diversity, Equity and Inclusion Working Group, as well as the Engagement Working Group and the Risk Management Working Group. Committee and/or Working Group meetings are held between board meetings and report on its activities to the Board. Each committee and working group have a set work plan for the year.

To ensure a high functioning governance board, members are also actively involved in keeping CurlON business moving forward, alongside CurlON staff. Board members frequently attend curling events across the province representing CurlON to make presentations, to meet with the community and to represent CurlON with partners including Curling Ontario, Ontario Curling Council and Northern Ontario Curling Council. Members should expect to commit at up to 4 hours per week in the performance of their Board responsibilities, the amount of which may vary depending upon each member's assignment.

### **CANDIDATE NOMINATION FORM AND REQUIREMENTS**

Candidates interested in joining CurlON are required to complete and submit the following:

1. **CurlON Board of Directors 2024-2026 Nomination Form** – candidate information, candidate experience/competencies
2. **Attachments:**
  - i. **Candidate resumé** (or equivalent, including a summary of key accomplishments, local/provincial and/or national experiences, involvement with safe sport)
  - ii. **Nominators information**
  - iii. **Statement of interest** and supporting rationale for Board candidacy
  - iv. **Statement addressing main challenges facing curling in Ontario** and prospective contribution to delivering against CurlON's mission and strategic plan.

Failing to complete any one or more of the parts outlined above will be considered as an incomplete submission and will be rejected.

Current CurlION Directors seeking re-election are subject to the same scrutiny and submission timelines as external candidates.

Candidate Information Package and Nomination Form can be downloaded from [www.curl-on.ca/election/](http://www.curl-on.ca/election/)

There will be a Candidate's meeting hosted by the Chair of the Board and the Chair of the Nominations Committee. During this session, there will be a Q & A to address any questions regarding the role, commitment, expectations etc. This meeting will be held on April 18, 2024, at 5pm (ET). Please contact [nominations@ontcurl.com](mailto:nominations@ontcurl.com) to register for the session and meeting details will be shared with you.

Completed Candidate Nomination Forms may be submitted by any member of any one of CurlION's member organizations.

### **ELIGIBILITY TO BE DIRECTOR**

The following persons are excluded from being considered as a Director at CurlION:

- a person who is not an individual
- a person who is less than 18 years of age
- a person who has been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property
- a person who has been found to be incapable by a court in Canada or elsewhere
- A person who has the status of bankrupt
- a person who has not met the requirements of CurlION regarding the passing of a criminal record check.

### **DEADLINE FOR SUBMISSION OF APPLICATIONS**

The **deadline for receiving candidate nomination packages is 4 pm (ET) on Friday, May 10, 2024**. Candidate packages shall be delivered by email to CurlION at [nominations@ontcurl.com](mailto:nominations@ontcurl.com) with the subject line: **CurlION Board Members Nomination Package 2024**. CurlION will confirm receipt of each nomination package via email to each candidate. Please ensure you receive this confirmation.

Please contact [nominations@ontcurl.com](mailto:nominations@ontcurl.com) if you have questions.

### **CurION REVIEW PROCESS**

Following the submission closing date, all submissions will be reviewed by members of CurlION's Nominations and Awards Committee to ensure that they meet the minimum qualifications required for a Director. Further screening of applicants will then take place by a sub-group made up of members of the Nominations and Awards Committee, the Board, the

Executive Director of CurlON and at least one club member representative. Their review will include:

- Outreach to applicants (via email and/or a virtual meeting) to discuss their previous experience and qualifications, their interest in joining the CurlON Board, and
- Assessment of a candidate's experience against the Board skill gaps previously identified in the Skill Matrix process.

The Nominations and Awards Committee will then prepare a summary report of its activities in assessing candidates and the sub-group's review and present it to the Board for its consideration. The report will include the number of candidates who applied to be considered as a Director, the number of candidate meetings undertaken, and the final listing of qualified candidates to be put forward for election to CurlON's Board of Directors for the 2024-2026 period.

### **MEMBER ELECTION**

1. Candidate's Nomination package will be presented to the CurlON voting members from June 1 – 15, 2024.
2. Voting will take place between June 15-30, 2024, via a ranked voting system and managed by an independent third-party.
3. Successful candidates will be advised by August 1, 2024, with social media announcements to follow.
4. Once the candidates are officially voted in at September's AGM, there will be a full onboarding process to complete the nominations process. Part of the onboarding process will be a mandatory police record check.

### **WEBSITE/COMMUNICATION**

The Call for Nominations and the Nomination Form for CurlON's Board of Directors will be posted on the CurlON website at [www.curl-on.ca/election/](http://www.curl-on.ca/election/)

### **CurION BOARD OF DIRECTORS NOMINATION FORM**

This information will be used for the purpose of the applicant's consideration by the CurlON's Nominations and Awards Committee, for any Board, Committee or other involvement with CurlON from the date hereof until the conclusion of the 2024 Annual General Meeting and for contacting you regarding any meetings or information that is sent to you if you are selected.

Please ensure you complete all the required parts in completing your application. If you have any questions, please contact [nominations@ontcurl.com](mailto:nominations@ontcurl.com)

Thank you in advance for your consideration in applying to become a Board Director with CurlON.

Yours in curling,

Renée Reddick  
Chair, Nominations and Awards Committee  
CurlION Board of Directors

Attachment